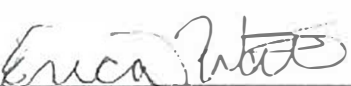




United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>I. DUTY LOCATION</b> Ann Arbor, MI		<b>2. POSITION NUMBER</b> D030112	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position Recruitment AAGEG 8/90					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	Administrative Specialist	GS	0301	12	
<b>4. Supervisor's Recommendation</b>	Administrative Specialist	GS	0301	12	
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>		<b>6. NAME OF EMPLOYEE</b> James Coogan			
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Air & Radiation		g.			
c. Office of Transportation & Air Quality		h. Employing Office Location Las Vegas, NV			
d.		i. Organization Code LC0C0000			
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE-G) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE-G. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations					
<b>a. Typed Name and Title of Immediate Supervisor</b> Erica Watkins, Center Director, BORC		<b>d. Typed Name and Title of Second-Level Supervisor</b> Leila Cook, Associate Director, OTAQ			
<b>b. Signature</b> 		<b>c. Date</b> 4/5/18		<b>e. Signature</b> 	
				<b>f. Date</b> 4/5/18	
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards					
<b>a. Promotion Potential</b> <input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: 13					
<b>b. PSB Risk Designation</b> <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>c. Financial Disclosure Form</b> <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		<b>d. "Identical, Additional" (IA) Allocation</b> This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		<b>e. FLSA Determination</b> <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		<b>f. Functional Classification Code</b> 00	
<b>g. Bargaining Unit Code</b> 1043		<b>h. Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		<b>i. Classifier's Signature</b> 	
				<b>j. Date</b> 4/27/18	
<b>11. REMARKS</b>					

**Position Description**  
**Administrative Specialist**  
**GS-0301-12**

**INTRODUCTION**

This position resides in the U.S. Environmental Protection Agency (EPA), Office of Air & Radiation (OAR), Office of Transportation & Air Quality (OTAQ), Office of the Director (OD), Business Operations and Resources Center (BORC); it is physically located at the National Vehicle & Fuel Emissions Laboratory (NVFEL) in Ann Arbor, Michigan.

OTAQ conducts the Federal government's principal programs to control air pollution from motor vehicles. The Office's primary responsibilities include developing national regulatory programs to reduce mobile source related air pollution; evaluating emission control technology; testing vehicles, engines and fuels; and determining compliance with Federal emissions and fuel economy standards. Subordinate divisions are individually responsible for providing these services through a variety of testing, monitoring, research, and certification of vehicles, engines and fuels, and by developing rules, regulations and standards for the various emission reduction, control and enforcement acts. OTAQ is divided geographically between two locations: the NVFEL in Ann Arbor, Michigan, and EPA Headquarters in Washington, D.C.

OD primary functions are embodied in several units; these include the Front Office, which manages communications and correspondence at the OTAQ level, regulatory process management, strategic planning and reporting, and Congressional matters; the Business Operations and Resources Center, which provides human resource planning, programmatic and management analyses, training, and public information strategies; the Planning and Budgets Office, which develops and organizes OTAQ's budgetary work; and the Safety, Quality, and Facilities Management Center, which is responsible for the safety, security, health, environmental compliance and physical requirements of the NVFEL.

**MAJOR DUTIES AND RESPONSIBILITIES**

The employee serves as the Administrative Specialist for the Division, providing management of administrative and budgetary processes and systems. The employee performs a variety of assignments revolving around the following



main areas: administrative management and support, budget and funds tracking/monitoring, timekeeping, and communications /outreach. The employee uses broad knowledge of Division programs to make decisions on priorities and to provide guidance in the management of Division office operations.

### **Budget Development, Execution and Management**

- Participates in the development of division wide budget plans and activities.
- Monitors the utilization of divisional financial resources to ensure that ceilings established in the annual operating plan are not exceeded and funds are redistributed as necessary. Duties include performing funds oversight, allotment, and expenditure, acquisition of supplies and service contracts, and travel. Ensures compliance with resource management rules, laws and regulations. Certifies and communicates the availability of funds as to the correct purpose, time and amount.
- Ensures compliance with resource management rules, laws, and regulations.
- Serves as point of contact for budgetary/financial information on funds control for travel and procurement of goods and services (i.e. available balances in a program element and budget object class by appropriation), complying with all applicable policies and procedures.
- Certifies and communicates the availability of funds as to the correct purpose, time and amount.
- Ensures the accuracy of accounting data of spending documents to include financial data elements cited are correct, as well as appropriation codes, account numbers, object class codes, and signatures.
- Enters the spending actions/commitments into COMPASS and relevant databases and forwards the spending document to the appropriate office for subsequent obligation. Ensures that the funds will not be altered, revised or withdrawn prior to obligation without advance notice to the proper obligating official. Also, decommits any unobligated funds if necessary.
- Monitors utilization of program funds through the use of financial management reports and keeps allowance holders informed on status of accounts.
- Requests funds as needed when the program is under a Continuing Resolution and has not yet received its full annual allocation.
- Maintains proper records of all Document Control Numbers (DCNs).

### **Time and Attendance**

- Serves as the OD Timekeeper.
- Completes timecard review for the OD.
- Executes timekeeping duties for the OD in a timely manner.
- Manages discrepancies in leave reporting and time reporting to a minimum
- Serves as OTAQ PPL+ Coordinator.
- Runs various reports in PPL+ for management (e.g. reconciliation reports).
- Assists individuals in IO with PPL+ issues (e.g. change schedules, preparing correction cards).
- Changes schedules in PPL+ as requested.

### **Records Management**

- Serves as records liaison officer for the OD; meets the goals and objectives of the National Records Management Program (NRMP).
- Conducts periodic audits of records management functions, ensuring that the EPA and other federal policies are followed.

### **Administrative Support and Controls**

- Implement processes for a number of administrative functions such as mandatory training, travel comp time, and timekeeping.
- Identifies opportunities for improvement in the administrative processes and procedures of the OD; recommends and implements those improvements.

### **OTAO Purchase Card Team**

- Prepares monthly reports and statistical analyses for team to review and obtains answers to questions.
- Assists in the preparation and execution of annual PC meeting.
- Disseminates latest information from National Purchase Card Team.
- Performs periodic audits of cardholder files.
- Acts as a conduit for OTAQ in obtaining answers to difficult questions.

## **FES Factors**

### **Factor 1, Knowledge Required By The Position    Level 1-7 (1250 points)**

Broad knowledge of, and skill in applying qualitative, quantitative, analytical, and evaluative techniques to the identification, consideration, and resolution of issues facing the operation and management of administrative services and programs across the Office of the Director.

Knowledge of these evaluative techniques are used to effectively operate and manage key functional areas to include: Budgets; Time and Attendance; Purchase Card Operations; Records Management; Administrative processes and procedures; develop and carry out assessments to evaluate current programs and work processes and to recommend improvements if necessary.

Broad knowledge of laws, regulations, policies and precedents pertaining to people, operations, budgets, and/or equipment.

Skill and ability in written and verbal communication skills.

Ability to identify, evaluate, and resolve gaps in processes, procedures, or policies.

Ability to conduct audits of specific areas, identify weaknesses, deficiencies or gaps, and recommend solutions or corrections.

Ability to provide management with flexible alternatives for problem resolution.

### **Factor 2, Supervisory Controls - Level 2-4 (450 points)**

The supervisor outlines the general priorities, funding and overall project objectives (e.g., cost reduction, improved effectiveness and efficiency, better workload distribution, or implementation of new work methods), and then the employee and supervisor develop a mutually acceptable project plan for carrying out the work. Some assignments may come directly from other managers or the Associate Director.

From these assignments, the employee is responsible for planning and organizing the work, determining methodology to be used and resources necessary, coordinating with staff and management as needed, and conducting all phases of the given project. This frequently involves the interpretation of regulations and policies as well as the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact.



Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Most projects have an impact on OD's work force or management cadre, and are thus sometimes reviewed by another manager in order to ensure that implementation is smooth and no unforeseen complications are likely.

### **Factor 3, Guidelines - Level 3-4 (450 points)**

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. While administrative policies and precedent studies provide a basic outline of the results desired, the employee must develop the appropriate method or approach for the task at hand. Examples could include the following: EPA Order 1900. 1A (Interacting with Contractors); Office of Federal Procurement Policy Pamphlet #4 (Guide to Writing and Administering SOWs); Federal Acquisition Regulations; Contracts Management Manual; EPA Manual 3 180 (Flexiplace); EPA Manual 3 130- A2 (Recognition Policy and Procedures Manual); EPA Manual 3 15 5 (Pay Administration Manual); Timekeepers Guide to PeoplePlus; Leave Manual; Federal Travel Regulations; Gov Trip Document Processing Manual; EPA Manual - Administrative Control of Appropriated Funds 2.0; Summit Training Web 3.0 - eManager User Guide; EPA-OTAQ Purchase Card SOP; EPA Guidance on Grants & IAAs; and SEE Hand book.

Administrative guidelines usually cover program goals and objectives of OD (i.e., via yearly budget decisions, environmental goals, external constraints), but the employee is expected to refine or develop more specific guidelines if the project requires an innovative or unique approach.

### **Factor 4, Complexity - Level 4-5 (325 points)**

The work consists of projects that require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive programs related to the overall administrative management of OD. Decisions about how to proceed in planning, organizing, and conducting the work are often complicated by conflicting goals and objectives across the Office and are further complicated by external directions and mandates governing the overall administrative work of the federal government or EPA. As such, the employee is required to evaluate and organize the information from a wide variety of sources.

Options, recommendations, and conclusions developed by the employee take into account and give appropriate weight to uncertainties about the data and other variables that affect long-range program performance. These uncertainties often take the form of

guidelines or examples that are, by their very nature, quite general, and do not "fit" the situation or challenge facing OD. Current measurements of program effectiveness may be ambiguous and susceptible to widely varying interpretations. Under these circumstances the employee develops new information about the subject studied and establishes criteria to identify and measure program accomplishments, develops methods to improve the effectiveness with which programs are administered, or develops new approaches to program evaluation which serve as precedents for others.

**Factor 5, Scope and Effect- Level 5-4 (225 points)**

The purpose of the work is to assess the productivity, effectiveness, and efficiency of administrative operations and to analyze and resolve problems in the effectiveness and efficiency of administrative and staff activities in OD. Work involves establishing criteria to measure and/or predict the attainment of program goals and objectives through the provision of centralized administrative management services. Work at this level may also include developing new administrative regulations or procedures to improve the overall management practices in OD, such as those governing the allocation and distribution of supplies, equipment, and other resources, or promulgating program guidance for application across organizational lines or in varied geographic locations.

Work contributes to the improvement of operations and management of OD at different echelons and geographical locations within the organization. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons or locations. Work may affect the nature of administrative work done in components of other agencies (e.g., in preparation and submission of reports, in gathering and evaluating workload statistics, or in routing and storing official correspondence or files).

**Factor 6, Personal Contacts**

**Level 6-3 (60 points)**

Contacts include employees, supervisors, and managers inside the EPA, but outside of the immediate office, or employees and representatives of private concerns in a moderately structured setting.

**Factor 7, Purpose of Contacts**

**Level 7-3 (120 Points)**

The overall purpose of these contacts is to provide advice to managers on noncontroversial organization or program related issues and concerns. Contacts typically involve such matters as: identification of decision-making alternatives; appraisals of success in meeting goals; or recommendations for resolving administrative or budget problems.

**Factor 8, Physical Demands - Level 8-1 (5 points)**

The work is primarily sedentary, although some slight physical effort may be required.

**Factor 9, Work Environment - Level 9- 1 (5 points)**

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

**Total Points: 2890**

**Administrative Specialist**

**GS-0301-12**

**Point Range (12): 2755 - 3150**



**POSITION CLASSIFICATION  
EVALUATION STATEMENT  
Administrative Specialist  
GS-0301-12**

**I. INTRODUCTION:**

- a. Position Location:** This position resides in the U.S. Environmental Protection Agency (EPA), Office of Air & Radiation (OAR), Office of Transportation & Air Quality (OTAQ), Office of the Director (OD), Business Operations and Resources Center (BORC); it is physically located at the National Vehicle & Fuel Emissions Laboratory (NVFEL) in Ann Arbor, Michigan.
- b. Action Requested:** Classify
- c. Proposed Classification:** Administrative Specialist, GS-0301-12
- d. Final Classification:** Administrative Specialist, GS-0301-12

**II. REFERENCES:** Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1979; Introduction to the Position Classification Standards, TS-134 July 1995, TS-107 August 1991, Revised: August 2009

**III. SERIES AND TITLE DETERMINATION:**

This series includes positions that the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

The employee serves as the Administrative Specialist for the Division, providing management of administrative and budgetary processes and systems. The employee performs a variety of assignments revolving around the following main areas: administrative management and support, budget and funds tracking/ monitoring, timekeeping, and communications /outreach. The employee uses broad knowledge of Division programs to make decisions on priorities and to provide guidance in the management of Division office operations. This position is assigned series 0301, and title Administrative Specialist, with specific series and title to be determined upon selectee qualifications.

**V. GRADE LEVEL DETERMINATION (the OPM reference listed above is used to determine the grade level. Include brief description of the factor levels that are exceeded and met):**

Factors	Level	Points	Comments
1. Knowledge Required by the position	1-7	1250	<p>The incumbent's position requires the following knowledge and skills:</p> <p>Broad knowledge of, and skill in applying qualitative, quantitative, analytical, and evaluative techniques to the identification, consideration, and resolution of issues facing the operation and management of administrative services and programs across the Office of the Director.</p> <p>Knowledge of these evaluative techniques are used to effectively operate and manage key functional areas to include: Budgets; Time and Attendance; Purchase Card Operations; Records Management; Administrative processes and procedures; develop and carry out assessments to evaluate current programs and work processes and to recommend improvements if necessary.</p> <p>Broad knowledge of laws, regulations, policies and precedents pertaining to people, operations, budgets, and/or equipment.</p> <p>Skill and ability in written and verbal communication skills.</p> <p>Ability to identify, evaluate, and resolve gaps in processes, procedures, or policies.</p> <p>Ability to conduct audits of specific areas, identify weaknesses, deficiencies or gaps, and recommend solutions or corrections.</p> <p>Ability to provide management with flexible alternatives for problem resolution.</p>

			<p>This position exceeds FL 1-6, practical knowledge of a wide range of technical methods, principles, and practices similar to a narrow area of a professional field; and skill in applying this knowledge to such assignments as the design and planning of difficult, but well-precedented projects;</p>
2. Supervisory Controls	2-4	450	<p>The supervisor outlines the general priorities, funding and overall project objectives (e.g., cost reduction, improved effectiveness and efficiency, better workload distribution, or implementation of new work methods), and then the employee and supervisor develop a mutually acceptable project plan for carrying out the work. Some assignments may come directly from other managers or the Associate Director. From these assignments, the employee is responsible for planning and organizing the work, determining methodology to be used and resources necessary, coordinating with staff and management as needed, and conducting all phases of the given project. This frequently involves the interpretation of regulations and policies as well as the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact.</p> <p>Subject position exceeds FL 2-3, the supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.</p>



3. Guidelines	3-4	450	<p>Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. While administrative policies and precedent studies provide a basic outline of the results desired, the employee must develop the appropriate method or approach for the task at hand.</p> <p>Position exceeds FL 3-3, guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.</p>
4. Complexity	4-5	325	<p>The work consists of projects that require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive programs related to the overall administrative management of OD. Decision s about how to proceed in planning, organizing, and conducting the work are often complicated by conflicting goals and objectives across the Office and are further complicated by external directions and mandates governing the overall administrative work of the federal government or EPA. As such, the employee is required to evaluate and organize the information from a wide variety of sources.</p> <p>Position exceeds FL 4-4, the work typically includes varied duties that require many different and unrelated processes and methods, such as those relating to well established aspects of an administrative or professional field.</p>

			<p>Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.</p>
5. Scope & Effect	5-4	225	<p>The purpose of the work is to assess the productivity, effectiveness, and efficiency of administrative operations and to analyze and resolve problems in the effectiveness and efficiency of administrative and staff activities in OD. Work involves establishing criteria to measure and/or predict the attainment of program goals and objectives through the provision of centralized administrative management services. Work at this level may also include developing new administrative regulations or procedures to improve the overall management practices in OD, such as those governing the allocation and distribution of supplies, equipment, and other resources, or promulgating program guidance for application across organizational lines or in varied geographic locations.</p> <p>This position exceeds FL 5-3, The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical, and economic well being of people.</p>
6. Personal Contacts	6-3	60	<p>Contacts include employees, supervisors, and managers inside the EPA, but outside of the immediate office, or employees and representatives of private concerns in a moderately structured setting.</p>

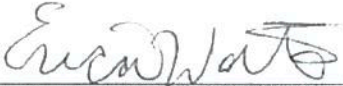

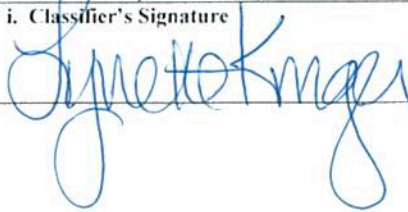
7. Purpose of Contacts	7-3	120	<p>Position exceeds FL 6-2, the personal contacts are with employees in the same agency but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency, such as headquarters, regional, district, or field offices, or other operating offices at the immediate installation.</p> <p>The overall purpose of these contacts is to provide advice to managers on noncontroversial organization or program related issues and concerns. Contacts typically involve such matters as: identification of decision-making alternatives; appraisals of success in meeting goals; or recommendations for resolving administrative or budget problems.</p> <p>Position exceeds FL 7-2, the purpose is to plan, coordinate, or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.</p>
8. Physical Demands	8-1	5	<p>The work is primarily sedentary, although some slight physical effort may be required.</p> <p>Position meets FL 8-1, the work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. No special physical demands are required to perform the work.</p>
9. Work Environment	9-1	5	<p>Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.</p> <p>Position meets FL 9-1, the environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices,</p>



			meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.
TOTAL		2890	

## SUMMARY

- a. Final title, series and grade: A total of 2890 points falls within the range of 2755 - 3150 which equates to GS-12. The position is properly classified as ***Administrative Specialist, GS-0301-12***. This presumes that Factor Level descriptions are accurate as certified by the first and second level supervisors. Non-Bargaining position.
- b. FLSA Determination: This is an Administrative position that is determined to be Exempt from FLSA.
- c. Functional Code: N/A
- d. Drug testing requirements: Information not provided.
- e. Financial disclosure required: Information not provided.

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		I. DUTY LOCATION Ann Arbor, MI		N030113	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
Recruitment					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Admin Specialist	GS	0301	13	
4. Supervisor's Recommendation	Administrative Specialist	GS	0301	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
		JAMES COOGAN			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Air & Radiation		g.			
c. Office of Transportation & Air Quality		h. Employing Office Location Las Vegas, NV			
d. BUSINESS OPERATIONS RESOURCE CENTER		i. Organization Code LC0C0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor			
Erica Watkins, Center Director, BORC		Leila Cook, Associate Director, OTAQ			
b. Signature	c. Date	e. Signature	f. Date		
	4/5/18		4/5/18		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation	c. Financial Disclosure Form	d. "Identical, Additional" (IA) Allocation	e. FLSA Determination	f. Functional Classification Code	
<input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	<input checked="" type="checkbox"/> Allocation This position may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	<input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	00	
g. Bargaining Unit Code	h. Check, if applicable:		i. Classifier's Signature		j. Date
1450	<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)				4/27/18
11. REMARKS					
9/9/19-Updated PD #. MIB.					



**Position Description**  
**Administrative Specialist**  
**GS-301-13**

**INTRODUCTION**

This position resides in the U.S. Environmental Protection Agency (EPA), Office of Air & Radiation (OAR), Office of Transportation & Air Quality (OTAQ), Office of the Director (OD), Business Operations and Resources Center (BORC); it is physically located at the National Vehicle & Fuel Emissions Laboratory (NVFEL) in Ann Arbor, Michigan.

OTAQ conducts the Federal government's principal programs to control air pollution from motor vehicles. The Office ' s primary responsibilities include developing national regulatory programs to reduce mobile source related air pollution; evaluating emission control technology; testing vehicles, engines and fuels; and determining compliance with Federal emissions and fuel economy standards. Its subordinate divisions are individually responsible for providing these services through a variety of testing, monitoring, research, and certification of vehicles, engines, and fuels, and by developing regulations and standards for the various emission reduction, control and enforcement acts. OTAQ is divided geographically between two locations: the NVFEL in Ann Arbor, Michigan, and EPA Headquarters in Washington, D.C.

OD primary functions are embodied in several units ; these include the Front Office, which manages communications and correspondence at the OTAQ level, regulatory process management, strategic planning and reporting, and Congressional matters; the Business Operations and Resources Center, which provides human resource planning, programmatic and management analyses, training, and public information strategies; the Planning and Budgets Office, which develops and organizes OT A Q ' s budgetary work; and the Safety, Quality , and Facilities Management Center, which is responsible for the safety, security, health, environmental compliance, and physical requirements of the NVFEL.

**MAJOR DUTIES AND RESPONSIBILITIES**

The employee serves as the Administrative Specialist for the Division, providing management of administrative and budgetary processes and systems. The employee performs a variety of assignments revolving around the following main areas: administrative management and support, budget and funds tracking/monitoring, timekeeping, and communications/outreach. The employee uses expert knowledge of Division programs to make key decisions on priorities, and to provide direction and guidance in the management of Division office operations.



## Budget Development, Execution, and Management

- . Develops division wide budget plans and activities.
- . Manages the utilization of divisional financial resources to ensure that ceilings established in the annual operating plan are not exceeded and funds are redistributed as necessary. Duties include, but are not limited to, performing funds oversight, allotment and expenditure, acquisition of supplies and service contracts, and travel. Ensures compliance with resource management rules, laws and regulations. Certifies and communicates the availability of funds as to the correct purpose, time, and amount
- Ensures compliance with resource management rules, laws, and regulations
- Serves as technical authority and point of contact for budgetary/financial information on funds control for travel, and procurement of goods and services (i.e. available balances in a program element and budget object class by appropriation), complying with all applicable policies and procedures
- Certifies and communicates the availability of funds as to the correct purpose, time, and amount
- Ensures the accuracy of accounting data of spending documents to include financial data elements cited are correct, as well as appropriation codes, account numbers, object class codes and signatures
- Enters the spending actions/commitments into COMPASS and relevant databases and forwards the spending document to the appropriate office for subsequent obligation. Ensures that the funds will not be altered, revised or withdrawn prior to obligation without advance notice to the proper obligating official. Also, decommits any unobligated funds if necessary
- Manages utilization of program funds through the use of financial management reports, and proactively keeps allowance holders informed on status of accounts
- Requests funds as needed when the program is under a Continuing Resolution and has not yet received its full annual allocation
- Maintains proper records of all Document Control Numbers (DCNs)

## Time and Attendance

- Serves as the OD Timekeeper
- Completes timecard review for the OD
- Executes timekeeping duties for the OD accurately and in a timely manner
- Manages discrepancies in leave reporting and time reporting to a minimum
- Serves as OTAQ PPL+ Coordinator
- Runs various reports in PPL+ for management (e.g. reconciliation reports)
- Assists individuals in the OD with PPL+ issues (e.g. change schedules, preparing correction cards)

- Changes schedules in PPL+ as requested.

#### Records Management

- Serves as records liaison officer for the OD to meet the goals and objectives of the National Records Management Program (NRMP)
- Conducts periodic audits of records management functions, ensuring that EP A and other federal policies are followed

#### Administrative Support and Controls

- Develops and implement processes for a number of administrative functions such as mandatory training, travel comp time, timekeeping, and other similar functions
- Identifies opportunities for improvement in the administrative management of the O D, develops plans for implementing those improvements, and carries them out accordingly

#### OTAO Purchase Card Team

- Prepares monthly reports and statistical analysis for team to review and obtains answers to questions
- Assists in preparation for Annual meeting and conduct it when requested
- Disseminates latest information from National Purchase Card Team
- Performs periodic audits of cardholder files
- Acts as a conduit for OTAQ in obtaining answers to difficult questions

#### **Factor 1: Knowledge Required By The Position - Level 1-8 (1550 points)**

- Mastery knowledge of and skill in applying qualitative, quantitative, analytical, and evaluative techniques to the identification, consideration, and resolution of issues facing the operation and management of administrative services and programs across the Office of the Director.
- Knowledge and skill to effectively operate and manage key functional areas to include: Budgets; Time and Attendance; Purchase Card Operations; Records Management; and Administrative Management.
- Knowledge and skill to develop and carry out assessments to evaluate current programs and work processes and to recommend improvements if necessary.
- Mastery knowledge of laws, regulations, policies, and precedents pertaining to people, operations, budgets, and /or equipment.
- Knowledge and skill is used to develop and implement protocols, processes, and procedures to maximize efficient utilization of staff, budget, equipment, and other resources.
- Expert written and verbal communication skills to provide reports, analysis, briefings, and presentations to colleagues and managers across OTAQ.
- Ability to identify, evaluate, and resolve gaps in processes, procedures, or policies.
- Ability to conduct audits of specific areas, identify necessary improvements or corrections, and implement solutions.
- Ability to provide management with flexible alternatives to problem resolution.



## **Factor 2: Supervisory Controls - Level 2-4 (450 points)**

The supervisor outlines the general priorities, funding and overall project objectives (e.g., cost reduction, improved effectiveness and efficiency, better work load distribution, or implementation of new work methods), and then the employee and supervisor develop a mutually acceptable project plan for carrying out the work. Some assignments may come directly from other managers or the Associate Director.

From these assignments, the employee is responsible for planning and organizing the work, determining methodology to be used and resources necessary, coordinating with staff and management as needed, and conducting all phases of the given project. This frequently involves the interpretation of regulations and policies as well as the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact.

Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Most projects have an impact on the OD's workforce or management cadre and are thus sometimes reviewed by another manager in order to ensure that implementation is smooth and no unforeseen complications are likely.

## **Factor 3: Guidelines - Level 3-4 (450 points)**

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. While administrative policies and precedent studies provide a basic outline of the results desired, the employee must develop the appropriate method or approach for the task at hand. Examples could include the following: EPA Order 1900.1A (Interacting with Contractors); Office of Federal Procurement Policy Pamphlet #4 (Guide to Writing and Administering SOWs); Federal Acquisition Regulations; Contracts Management Manual; EPA Manual 3180 (Flexiplace); EPA Manual 3130-A2 (Recognition Policy and Procedures Manual); EPA Manual 3155 (Pay Administration Manual); Timekeepers Guide to PeoplePlus; Leave Manual; Federal Travel Regulations; Gov Trip Document Processing Manual; EPA Manual - Administrative Control of Appropriated Funds 2.0; Summit Training Web 3.0 - eManager User Guide; EPA-OTAQ Purchase Card SOP; EPA Guidance on Grants & IAAs; and SEE Handbook.

Administrative guidelines usually cover program goals and objectives of the OD (i.e., via yearly budget decisions, environmental goals, external constraints), but the employee is expected to refine or develop more specific guidelines if the project requires a motivative or unique approach.



**Factor 4: Complexity - Level 4-5 (325 points)**

The work consists of projects that require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive programs related to the overall administrative management of the OD. Decisions about how to proceed in planning, organizing, and conducting the work are often complicated by conflicting goals and objectives across the Office, and are further complicated by external directions and mandates governing the overall administrative work of the federal government or EPA. As such, the employee is required to evaluate and organize the information from a wide variety of sources.

Options, recommendations, and conclusions developed by the employee take into account and give appropriate weight to uncertainties about the data and other variables that affect long-range program performance. These uncertainties often take the form of guidelines or examples that are, by the very nature, quite general, and do not "fit" the situation or challenge facing the OD. Current measurements of program effectiveness may be ambiguous and susceptible to widely varying interpretations. Under these circumstances the employee develops new information about the subject studied and establishes criteria to identify and measure program accomplishments, develops methods to improve the effectiveness with which programs are administered, or develops new approaches to program evaluation which serve as precedents for others.

**Factor 5: Scope and Effect - Level 5-4 (225 points)**

The purpose of the work is to assess the productivity, effectiveness, and efficiency of administrative operations and to analyze and resolve problems in the effectiveness and efficiency of administrative and staff activities in the OD. Work involves establishing criteria to measure and/or predict the attainment of program goals and objectives through the provision of centralized administrative management services. Work at this level may also include developing new administrative regulations or procedures to improve the overall management practices in the OD, such as those governing the allocation and distribution of supplies, equipment, and other resources, or promulgating program guidance for application across organizational lines or in varied geographic locations.

Work contributes to the improvement of operations and management of the OD at different echelons and geographical locations within the organization. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons or locations. Work may affect the nature of administrative work done in components of other agencies (e.g., in preparation and submission of reports, in gathering and evaluating workload statistics, or in routing and storing official correspondence or files).

**Factor 6: Personal Contacts****Level 6-3 (60 points)**

Contacts include persons both in and outside the EPA which may include managers, employees, consultants, contractors, or business executives in a moderately unstructured setting. This level may also include ad-hoc contacts with the head of the employing agency or senior-level program officials .

**Factor 7: Purpose of Contacts****Level 7-3 (120 points)**

The overall purpose of these contacts are to influence internal and external officials to accept and implement findings and recommendations on organizational improvement or program effectiveness . May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

**Factor 8: Physical Demands****Level 8-1 (5 points)**

The work is primarily sedentary, although some slight physical effort may be required.

**Factor 9: Work Environment****Level 9-1 (5 points)**

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

**Total Points: 3190****Administrative Specialist****GS-0301-13****POINT RANGE (13): 3155 - 3600**

**POSITION CLASSIFICATION  
EVALUATION STATEMENT  
Administrative Specialist  
GS-0301-13**

**I. INTRODUCTION:**

- a. Position Location:** This position resides in the U.S. Environmental Protection Agency (EPA), Office of Air & Radiation (OAR), Office of Transportation & Air Quality (OTAQ), Office of the Director (OD), Business Operations and Resources Center (BORC); it is physically located at the National Vehicle & Fuel Emissions Laboratory (NVFEL) in Ann Arbor, Michigan.
- b. Action Requested:** Classify
- c. Proposed Classification:** Administrative Specialist, GS-0301-13
- d. Final Classification:** Administrative Specialist, GS-0301-13

**II. REFERENCES:** Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1979; Introduction to the Position Classification Standards, TS-134 July 1995, TS-107 August 1991, Revised: August 2009

**III. SERIES AND TITLE DETERMINATION:**

This series includes positions that the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

The employee serves as the Administrative Specialist for the Division, providing management of administrative and budgetary processes and systems. The employee performs a variety of assignments revolving around the following main areas: administrative management and support, budget and funds tracking/ monitoring, timekeeping, and communications /outreach. The employee uses broad knowledge of Division programs to make decisions on priorities and to provide guidance in the management of Division office operations. This position is assigned series 0301, and title Administrative Specialist, with specific series and title to be determined upon selectee qualifications.



**V. GRADE LEVEL DETERMINATION (the OPM reference listed above is used to determine the grade level. Include brief description of the factor levels that are exceeded and met):**

Factors	Level	Points	Comments
1. Knowledge Required by the position	1-8	1550	<p>The incumbent's position requires the following knowledge and skills:</p> <ul style="list-style-type: none"> <li>• Mastery knowledge of and skill in applying qualitative, quantitative, analytical, and evaluative techniques to the identification, consideration, and resolution of issues facing the operation and management of administrative services and programs across the Office of the Director.</li> <li>• Knowledge and skill to effectively operate and manage key functional areas to include: Budgets; Time and Attendance; Purchase Card Operations; Records Management; and Administrative Management.</li> <li>• Knowledge and skill to develop and carry out assessments to evaluate current programs and work processes and to recommend improvements if necessary.</li> <li>• Mastery knowledge of laws, regulations, policies, and precedents pertaining to people, operations, budgets, and /or equipment.</li> <li>• Knowledge and skill is used to develop and implement protocols, processes, and procedures to maximize efficient utilization of staff, budget, equipment, and other resources.</li> <li>• Expert written and verbal communication skills to provide reports, analysis, briefings, and presentations to colleagues and managers across OTAQ.</li> <li>• Ability to identify, evaluate, and resolve gaps in processes, procedures, or policies.</li> </ul>

			<ul style="list-style-type: none"> <li>• Ability to conduct audits of specific areas, identify necessary improvements or corrections, and implement solutions.</li> <li>• Ability to provide management with flexible alternatives to problem resolution.</li> </ul> <p>This position exceeds FL 1-7, knowledge of a wide range of concepts, principles, and practices of a professional or administrative occupation, such as would be gained through extended study or experience, and skill in applying this knowledge to difficult and complex work assignments; or A comprehensive, intensive, practical knowledge of a technical field, and skill in applying this knowledge to the development of new methods, approaches, or procedures; or Equivalent knowledge and skill.</p>
2. Supervisory Controls	2-4	450	<p>The supervisor outlines the general priorities, funding and overall project objectives (e.g., cost reduction, improved effectiveness and efficiency, better workload distribution, or implementation of new work methods), and then the employee and supervisor develop a mutually acceptable project plan for carrying out the work. Some assignments may come directly from other managers or the Associate Director. From these assignments, the employee is responsible for planning and organizing the work, determining methodology to be used and resources necessary, coordinating with staff and management as needed, and conducting all phases of the given project. This frequently involves the interpretation of regulations and policies as well as the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact.</p>

			<p>Subject position exceeds FL 2-3, the supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.</p>
3. Guidelines	3-4	450	<p>Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. While administrative policies and precedent studies provide a basic outline of the results desired, the employee must develop the appropriate method or approach for the task at hand.</p> <p>Position exceeds FL 3-3, guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.</p>
4. Complexity	4-5	325	<p>The work consists of projects that require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive programs related to the overall administrative management of OD. Decision s about how to proceed in planning, organizing, and conducting the work are often complicated by conflicting goals and objectives across the Office and are further complicated by external directions and mandates governing the overall</p>



			<p>administrative work of the federal government or EPA. As such, the employee is required to evaluate and organize the information from a wide variety of sources.</p> <p>Position exceeds FL 4-4, the work typically includes varied duties that require many different and unrelated processes and methods, such as those relating to well established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.</p>
5. Scope & Effect	5-4	225	<p>The purpose of the work is to assess the productivity, effectiveness, and efficiency of administrative operations and to analyze and resolve problems in the effectiveness and efficiency of administrative and staff activities in OD. Work involves establishing criteria to measure and/or predict the attainment of program goals and objectives through the provision of centralized administrative management services. Work at this level may also include developing new administrative regulations or procedures to improve the overall management practices in OD, such as those governing the allocation and distribution of supplies, equipment, and other resources, or promulgating program guidance for application across organizational lines or in varied geographic locations.</p> <p>This position exceeds FL 5-3, The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research</p>

			conclusions; or the social, physical, and economic well being of people.
6. Personal Contacts	6-3	60	<p>Contacts include employees , supervisors, and managers inside the EPA, but outside of the immediate office, or employees and representatives of private concerns in a moderately structured setting.</p> <p>Position exceeds FL 6-2, the personal contacts are with employees in the same agency but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency, such as headquarters, regional, district, or field offices, or other operating offices at the immediate installation.</p>
7. Purpose of Contacts	7-3	120	<p>The overall purpose of these contacts is to provide advice to managers on noncontroversial organization or program related issues and concerns. Contacts typically involve such matters as: identification of decision-making alternatives; appraisals of success in meeting goals; or recommendations for resolving administrative or budget problems.</p> <p>Position exceeds FL 7-2, the purpose is to plan, coordinate, or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.</p>
8. Physical Demands	8-1	5	<p>The work is primarily sedentary, although some slight physical effort may be required.</p> <p>Position meets FL 8-1, the work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an</p>

			automobile. No special physical demands are required to perform the work.
9. Work Environment	9-1	5	<p>Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.</p> <p>Position meets FL 9-1, the environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.</p>
TOTAL		3190	

## SUMMARY

- a. Final title, series and grade: A total of 3190 points falls within the range of 3155 - 3600 which equates to GS-13. The position is properly classified as ***Administrative Specialist, GS-0301-13***. This presumes that Factor Level descriptions are accurate as certified by the first and second level supervisors. Non-Bargaining position.
- b. FLSA Determination: This is an Administrative position that is determined to be Exempt from FLSA.
- c. Functional Code: N/A
- d. Drug testing requirements: Information not provided.
- e. Financial disclosure required: Information not provided.